



PUBLIC INFORMATION REQUEST FORM

City of Houston

3300 Main Street / 2nd Floor Houston, TX 77002
This form may be faxed to (713) 535-7946.

I, _____, as authorized under the Texas Public Information Act request the following documents:

INFORMATION REQUESTED (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Summary of Permit History | <input type="checkbox"/> All Permit Construction/Inspections Records |
| <input type="checkbox"/> Copy of Plans/Drawings | <input type="checkbox"/> Certificate of Occupancy (<i>Microfilm Research 1968-1988</i>) |
| <input type="checkbox"/> View Plans Only | <input type="checkbox"/> Other (Please describe below.) |

Address of Property _____

Year Built _____

PLEASE PRINT YOUR CONTACT INFORMATION BELOW

Customer/Company Name: _____

Address: _____

City _____ St. _____ Zip _____

Phone: (_____) _____ Fax: (_____) _____

Email Address (optional): _____

Signature of Requestor: _____ **Date** _____

PLEASE NOTE: PER CITY ORDINANCE 2-284, THE OWNER OF THE LISTED PROPERTY MAY BE NOTIFIED OF THIS PUBLIC INFORMATION REQUEST.

Method of Receiving Records (RECORDS WILL NOT BE FAXED):

- ☐ Pick Up ☐ US Mail ☐ Federal Express Account # _____

Payment Method (PLEASE CHECK ONE):

- ☐ Cash ☐ Check ☐ Credit Card ☐ City of Houston SR Account # _____

*****FOR OFFICE USE ONLY*****

TOTAL PAGES: _____	TRACKING # _____
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